STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

	Working Title of Position Cook Specialist II
	Division and/or Subdivision CSR/Madera-Mariposa-Merced
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "…material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Location of Headquarters Merced County
	Class Title of Position Cook Specialist II
	Position Number 541-414-2184-002
	Effective Date 11/01/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the supervision of the Supervising Cook I, the Cook Specialist II plans, prepares, cooks, and serves meals. Supervise, instruct and work with other kitchen staff in preparing and serving food, and the cleaning of food service equipment and work areas. Duties include but are not limited to:
30%	*Prepare food and serve students and staff. *Identifies the quantity of food to be served and determines appropriate starting time for various dishes to ensure that meals will be ready on time.
20%	*Direct the work of Cook Specialist I's and Food Service Technicians on preparation and quantity of food to be served and cleaning of food service equipment; ensuring all health and safety regulations are followed.
10%	*Clean and maintain food service equipment, utensils and work area which includes, but is not limited to: processing dirty dishes, silverware and pots and pans for cleaning in commercial dishwasher, washing tables after meals, restocking of table condiments, cleaning of refrigerators, shelving, sweep and mop kitchen and food storage floors, empty trash, clean kitchen linen using washer and dryer.
10%	*Supervise kitchen staff in absence of the Supervising Cook.
5%	*Assist Supervising Cook in planning cost-effective, nutritious, balanced meals. *Determine the number of people to serve at each meal and plan accordingly.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: SEE PAGE 2

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory

Initials and date

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PO-199 (06/16) **- PAGE 2**

Working Title of Position
Cook Specialist II

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	*Assist in ordering food items based on planned menu using approved vendors.
5%	*Serve meals by cafeteria style line method while using portion control methods.
5%	*Prepare and serve emergency meals at the Training Center, fire facilities or other designated locations as needed.
5%	*Receive food deliveries, which include: check delivery against invoice, check for damaged goods, price and date all goods, rotate stock, and break down of empty cardboard food boxes.
5%	Other duties as required.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: Must pass a pre-employment Medical Evaluation and Tuberculosis Test. May be subject to working nights, weekends, or holidays in support of emergency incidents.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory

Initials and Date